

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Chief Administrative Officer
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| <u>Revision Date:</u> | 8/05 |
| <u>EEO Function:</u> | Exempt |
| <u>Status:</u> | Exempt (Executive) |
| <u>Control No:</u> | 20101 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Mayor and City Council, oversees the operations, future plans and budgets of all city departments.

III. Essential Duties

- Coordinates the operations of City departments in accomplishing global city objectives and policies.
- Advises directors regarding establishment of goals and future plans for all City departments.
- Defines and evaluates the operational performance of City departments.
- Implements management control systems.
- Develops policies and procedures designed to facilitate the effective and efficient conduct of governmental business.
- Attends City Council meetings and recommends measures deemed expedient.
- Prepares appropriation and tax levy ordinances for consideration by City Council.
- Directs, prepares, and administers the annual City budget.
- Represents the interest of the City before federal, state, and county agencies and community organizations.
- Recommends the appointment and removal of department heads.

IV. Marginal Duties

- Performs other duties as required or assigned.

V. Qualifications:

Requirements: Valid Utah Driver's License is required.

Education: Masters degree in public administration, business management, accounting, or related field.

Experience: Ten years directly related work experience including at least six years supervisory and municipal administration background. Job requires a valid Utah drivers license; may substitute up to 2 years additional experience for 2 years education.

Knowledge of: Principles of management, supervision, planning, budgeting, accounting, governmental finance and personnel principles and practices.

Responsibility for: Supervision of all City department heads and directors; great responsibility for the care, condition, use of materials, and for making decisions that affect the activities of people.

Communication Skills: Contacts with other departments, furnishing and obtaining information as well as requiring tact and judgement to avoid friction; frequent contacts with executives on matters requiring explanations and discussions; outside contact with public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; regular and frequent outside contact with persons of high rank, requiring

tact and judgement to deal with and influence people; requires a well developed sense of timing and strategy; constant contact with elected officials and leaders of other organizations.

Tool, Machine, Equipment Operation: Regular use of a City automobile, office phone system, 10-key adding machine, computer and printer.

Analytical Ability: Organize, establish, and delegate meaningful goals; communicate effectively verbally and in writing; balance multiple conflicting priorities and make decisions that are subject to criticism and interpersonal conflict.

VI. Working Conditions:

Considerable exposure to stress and fatigue caused by personal accountability for high impact decisions; balancing multiple conflicting priorities, and decisions that are subject to criticism and interpersonal conflict; regular evening and weekend work is required to attend meetings and meet deadlines; constant attendance is required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any